



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
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**MEMORANDUM TO: ALL PSDSs**

**FROM:**

*Manly*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
*Schools Division Superintendent*  
12/02/19 8 9

**SUBJECT:**

**URGENT MEETING ON PASKO SA KAPITOLYO 2019**

**DATE:**

**December 2, 2019**

1. In line with the approaching event of the Province of Negros Oriental dubbed as **Pasko sa Kapitolyo 2019 on December 13, 2019 - January 6, 2020**, the **Division of Negros Oriental** expresses warm support and cooperation in the aforementioned event.
2. Anent this, you are hereby ordered to attend the **Urgent Meeting on December 2, 2019 at 1:00PM at the SDS Conference Room of our Division Office in Dumaguete City.**
3. Moreover, please coordinate closely with **Mrs. Jenith Corpis Cabajon, Division Coordinator, Culture and the Arts.**
4. Travelling and other incidental expenses shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as a **TRAVEL ORDER.**
6. Immediate dissemination of this memorandum is desired.

02 DEC 2019

Tel. Nos (035)225-2838 / 225-0667/422-7644 (Division Supl's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)